

Hall of Records
CommissionQUEST FOR RECORDS RETENTION SCHEDULE
To be submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

209

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NO.

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1. Requesting Agency

STATE DEPARTMENT OF HEALTH

2. Division or Bureau of Requesting Agency

BUREAU OF ENVIRONMENTAL HYGIENE

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. CORRESPONDENCE OF CHIEF OF BUREAU

Quantity: 6 drawers (9 cubic feet)

Dates: June 1951 - -

File Arrangement: Subject and chronological therein

Annual Accumulation: 2 cubic feet

Disposable Amount: 2 cubic feet

Correspondence concerned with the functions of the Bureau. Divisions of the Bureau also maintain correspondence files. Correspondence in this file is with State, Federal, local and other state agencies, professional and business organizations, engineers, doctors, contractors, vendors, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Clemens W. Gainer

Chief, Bureau of Management

December 5, 1955

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.12/8/55
DateMorris S. Radloff
ArchivistDEC 13 1955
Date

Secretary

Secretary